

Washington Economic Development Commission Working Groups

Major Tasks and Timeline (V.1.0)

Task/Activity	Description	Target Date	Status
Strategy Retreat	Mission of WEDC, legislative requirements, critical performance metrics, input on emerging growth clusters and key milestones.	April 3	Completed at regular WEDC meeting
Organizational Meeting	Review mission statement, approach for organizing commission work, establish WGs.	May 8	Completed at regular WEDC meeting
WG assignments	Survey commissioners on WG preferences. Receive comments on draft mission statement.	May 23	Completed
WG co-chairs and membership	Review survey results and designate WG co-chairs and commissioner to serve on one of four WGs.	By June 3	Survey results compiled and assignments In process by Chair and Vice Chair
1 st Round of WG meetings	Co-chairs convene initial WG meeting (conference call or face-to face) to discuss scope, issue priorities, information and analysis requirements, and key stakeholder groups.	By June 12	Scheduled June 12 and July 10 regular WEDC meetings of the full commission are cancelled. Dates can be utilized for convening WG meetings.
Inventory of Economic Development Programs	Comprehensive data gathering and report on state economic development programs.	By June 30	Contract executed with the Washington Technology Center to assist in compiling inventory and prepare report.
Background analysis, benchmarks, expert input and issue papers	WGs design plan for issue development and formulation of action recommendations. Review previous recommendations, gather input from experts and stakeholders, clarify issues and assess experience and relevance of other economic development organizations, states and countries. .	June/July	Previous report recommendations under review by staff. Policy analysis director being hired. RFP for benchmarking Washington states competitiveness and innovation capacity. Forums are being convened on economic development models, innovation strategies and metrics. Staff coordinating with the Washington State Economic Climate Study and GMAP process on metrics. Global scenarios and trends assessment being discussed with HECB.
WEDC Website	Design and launch WEDC website version 1.0	By July 10	Domain name established. Soliciting bids and working with state IT department

2 nd Round of WG meetings	Specific WG issue priorities are defined and potential action scenarios are discussed.	By Aug 14	A WEDC regular meeting is scheduled for August 14 at Sea-Tac Airport and is available date for WG meetings
WEDC progress report	Strategy WG incorporates work to date and guidance from WGs to prepare an interim progress report to the Governor and legislative leaders.	By Sept. 1	Chair briefs Governor and legislative leaders.
Cluster Analysis	Analyze current and emerging industry clusters in Washington state.	By Sept 1	A Biotech Cluster analysis has been completed by the Univ. of Minnesota. WEDC is financing RFP with the Workforce Development Board for a comprehensive Washington State cluster analysis.
Governors Economic Development Summit	The Governor's Economic and Workforce Development Conference	Sept 3	WEDC participated in planning meeting May 22. Potential opportunity for WGs to utilize conference to acquire additional perspectives and build the WEDC stakeholder network.
Third round of WG meetings	Formal draft issue papers and action recommendations are prepared and submitted by co-chairs for distribution to entire WEDC for comments.	Sept/Oct	WEDC regular meetings are scheduled for September 11 in Walla Walla and October 9 in Mt. Vernon/Bellingham and available for WG meetings.
Feedback on issue papers/action recommendations	WGs review feedback and prepare final draft recommendations. Strategy WG prepares draft outline of final economic development strategy report.	By Nov. 5	Final WG recommendations distributed to WEDC.
4 th round WG meetings	Co-chairs present final recommendations to the full Commission to accept, modify. Draft outline of final report.	By Nov 13	A full WEDC regular meeting is scheduled for November 13 in Seattle to review final action recommendations and discuss draft report.
Final draft report	Strategy WG integrates all recommendations and prepares final draft report for stakeholder comments and endorsement.	By Dec. 15	WEDC regular meeting is scheduled for December 11 at Sea-Tac Airport. Draft final report is released. .
Final report and Summit	WEDC reviews feedback from stakeholders and prepares final report on the state's economic development strategy.	By Jan 15 2008	WEDC presents final report to Governor and Legislature with recommendations and implementation roadmap. Stakeholder summit is convened for roll-out.